



Office of Strategic Workforce Development

TO: Pay for Performance Program Grantees
FROM: Office of Strategic Workforce Development
SUBJECT: Documentation Requirements for Wraparound Services

Many of the organizations funded through the Office of Strategic Workforce Development's Pay for Performance Program, via either Operating Grants or Capacity-Building Awards, are providing a variety of wraparound services to training participants and/or including contributions from partner organizations as part of the required match funding of their project.

For reporting and reimbursement purposes, we would like to provide the following guidance as to the documentation that Empire State Development (ESD) will require for those goods and services when you submit your payment requisition.

- **Preferred documentation:** Strong preference is to provide invoices and proof of payment for all goods and services. This is the recommended way to document expenses for the auditors of the Office of State Comptroller and ESD.
- **For transportation and childcare assistance coordinated directly with providers:** If a third party provides services to trainees, such as a private transit service or childcare provider, invoices and proof of payment between organizations will have to be provided.
- **For transportation, childcare, or other assistance directly provided to trainees:** For services or financial assistance provided directly to trainees for non-traditional childcare arrangements (i.e., non-center-based care paid directly to an organization by the grantee or partner) and/or transportation assistance, trainees and grantees or partner organizations (whoever is providing the service/assistance) will have to complete the '[Transportation Assistance Acknowledgement Form](#)' and/or the '[Childcare Assistance Acknowledgement Form](#)' with each trainee. For all other assistance provided directly to the trainee, the '[Miscellaneous Assistance Acknowledgment Form](#)' must be completed. This is to certify that funding and benefits are used for the intended purposes. These forms would accompany an itemized list of expenses (i.e., '[Itemized Wraparound Services Expenses](#)' workbook), receipts, copies of checks, and/or copies of bank statements.
- **Participant training stipends:** All participant stipends paid to trainees will have to be itemized in the stipends worksheet on the 'Itemized Wraparound Services Expenses' workbook *if your existing recordkeeping system does not have the same level of detail*. Copies of checks or bank statements can serve as receipts for payment and should be submitted in addition to the itemized list.
- **For goods or services provided by partnering organizations as part of the project match, where no funding is exchanged between organizations,** the following documentation should be provided:
 - Itemized list of goods or services by category (i.e., transportation, childcare, participant training stipends, etc.) – with accompanying receipts, copies of checks, etc., and the attached 'Itemized Wraparound Services Expenses' workbook, *if your recordkeeping system does not provide the same level of detail*.
 - Proof that the training participant received the amount provided, via receipts, copies of checks, bank statements, or either of the attached acknowledgement forms. As noted above, the acknowledgement forms are required when payments are made directly to trainees.



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- Partnering organization contributions should be documented in the various ways above *and* be accompanied by a summary in the '[Partner Contribution Acknowledgement Form](#)' which summarizes benefits provided and attests that they were provided by the partnering organization for the benefit of the grant project.

As noted above, if you have a comprehensive record keeping system that can provide detailed reports that summarize the information requested in the 'Itemized Wraparound Services Expenses' workbook, you do not need to use this template. Please contact your project manager to verify that your detailed reports provide sufficient documentation.

While these guidelines are specific to the most common wraparound services provided (childcare, transportation, participant stipends, etc.), we are aware that there are other types of services being provided for OSWD grant projects. These guidelines should serve as a model for documentation for other types of services as well. If you have questions about recordkeeping for wraparound services or other services provided by grant partners, please do not hesitate to contact your project manager to help you determine the appropriate documentation.